

MODELS 252 & 552

SUPER MASTER OPERATIONS



The following instructions cover **Model 252 & 552 Super Master Operations**. The lock is shipped with a default factory Super Master User PIN that can be set to a different value when the lock is in factory mode. Once the Super Master User PIN is set, the Super Master User combination can only be used to shelve and unlock the lock in the event that the Manager User combination is lost. Once set, the Super Master User PIN can be changed any time the lock is in shelved mode.







WARNING: *The setting of the Super Master User PIN is optional, however, if you do not set the Super Master User PIN before setting the Master User PIN, the Super Master shelving capability will be permanently lost.*

Important Note: The lock must be manually powered before each operation by briskly turning the dial back and forth ↺ ↻.

SET SUPER MASTER USER PIN

The lock must be in factory mode.









Note: *The default factory PIN assigned to the Super Master User is “120943”. This default PIN must be changed before the Super Master User combination can be used to shelve the lock.*

1. Press # and then 0.  
2. Enter the two-digit Super Master ID **00** followed by the default factory Super Master User PIN “120943.”  
3. Enter the two-digit Super Master ID **00** followed by any six-digit PIN other than “120943”.  
4. Enter the two-digit Super Master ID **00** followed by the new six-digit PIN entered in Step 3 again for verification. The new Super Master User combination is now set.
5. Record the combination and store it in a secure place.

CHANGE SUPER MASTER USER PIN

A Super Master User PIN can only be changed while the lock is shelved.

Warning: *Do not change the Super Master User PIN to the factory default of “120943” as this will permanently disable the Super Master User capabilities.*

1. Press # and then 0.  
2. Enter **00** followed by the current Super Master User PIN.  
3. Enter **00** followed by the new Super Master User PIN.  
4. Enter **00** followed by the new Super Master User PIN again for verification.  

DETECT IF SUPER MASTER COMBINATION IS ACTIVE

To determine if the Super Master combination is active (i.e., the default factory Super Master User PIN has been changed) within either factory or shelved mode, complete the following steps:

1. Press #, # and then 2.


If the Super Master User combination has not been disabled (i.e., no User combination has been changed) **and has not been activated**,

two red flashes   display.

If the Super Master combination is active,



five red flashes      display.


If the Super Master combination has been permanently disabled,

a green flash  displays.





SHELVE LOCK USING SUPER MASTER COMBINATION

This operation places the lock in **Shelved Mode** where most lock information is returned to the factory default settings. The only information retained from the operational mode is the audit information and the Super Master Combination.

1. For a **Dead Bolt**, place dial in the **HOME** position.
2. Press # and then 0.  
3. Enter the Super Master User combination (i.e., ID "00" followed by the six-digit PIN). The lock indicates that it is ready to open by displaying the following:

Dead Bolt - 1 slow green flash 

Slide Bolt - Continuous green flashes ... for approx. 5 seconds

Note: A green flash  followed by three red flashes    indicates that the lock does not have enough power to perform the shelving operation.

4. For a **Dead Bolt**, dial right (clockwise) until the lock bolt is retracted. For a **Slide Bolt**, rotate the container handle to unlock.



The lock is now shelved and will open by entering any valid User ID for the lock model (except "00") followed by **502550**.

PERMANENTLY DISABLE SUPER MASTER USER

There are two methods for permanently disabling the Super Master User.

If the Super Master User PIN has not been set (i.e., the default factory Super Master User PIN has not been changed) the Super Master User can be permanently disabled by setting the Master User PIN without changing the Super Master User PIN from the default.

If the Super Master User PIN has been set, the Super Master User can be permanently disabled by shelving the lock and then completing the following steps:

1. Press # and then 0.
2. Enter **00** followed by the current Super Master User PIN.
3. Enter **00** followed by the default factory PIN "120943".
4. Enter **00** followed by the default factory PIN "120943" again for verification.  

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